

QUALITY ASSURANCE/QUALITY CONTROL**SM 3020 - 1997** (As published in SM 20th Edition, SM 21st Edition, and SM 3020 Online 2002)

Facility Name: _____ VELAP ID _____

Assessor Name: _____ Inspection Date _____

Relevant Aspect of Standards	Method Reference	Y	N	N/A	Comments
Interviews may omit MDL questions <u>if ALL of the following are TRUE</u> :					
TRUE false This analyte/method/matrix combination has been reviewed at a previous on-site assessment by VELAP.					
TRUE false The laboratory NEVER reports a result generated below the lowest calibration standard.					
TRUE false The laboratory's scope of accreditation does not include drinking water as a matrix for this method/analyte.					
TRUE false The laboratory's customer report does not state the laboratory's MDL.					
TRUE false The laboratory has provided documentation of annual Limit of Quantitation verification (or more frequent if required by method).					
(1) Were MDLs (LODs) initially determined for each analyte and verified annually (See 3020 B.1.b)? <i>NOTE: Annual verification for drinking water matrix is required. Annual verification is not required for other matrices when test results are not reported outside of the calibration range (2003 NELAC Chapter 5 Appendix D.1.2.1).</i>	3020 B.1.b				
(2) Were MDLs determined over a 3 to 5 day period?	3020 B.1.b				
(3) Were MDLs determined using several analysts? ("preferably")	3020 B.1.b				
(4) Were MDLs verified for each new analyst? <i>NOTE: MDL verification per analyst is not required when test results are not reported outside the calibration range.</i>	3020 B.1.b				
(5) Were MDLs verified whenever instrument hardware or operating conditions were substantially modified?	3020 B.1.b				
(6) Was the dynamic range (DR) (linear or second order) determined before using a new method?	3020 B.1.c				
(7) Was the DR determined by analyses of low and high calibration standards producing results < 10% of the target value? ("should")	3020 B.1.c				
Notes/Comments:					

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Relevant Aspect of Standards	Method Reference	Y	N	N/A	Comments
(8) If not specified in a method, were at least 3 standards plus a blank used for calibration?	3020 B.2.a				
(9) Were correlation coefficients greater than or equal to 0.995 for analyses using multiple standards for a least-squares fit calibration (should)?	3020 B.2.a				
(10) Were initial calibrations performed daily and whenever calibration verifications acceptance criteria are not met?	3020 B.2.a				
(11) Were the acceptance criteria of calibration verifications between 80 and 110%?	3020 B.2.b				
(12) For SM 21 st Edition and SM Online 2002 methods SM 3111, SM 3113, SM 3120, and SM 3125 only: were the acceptance criteria of calibration verifications between 90 and 110%?	SM 21 st & SM Online 2002 3020 B.2.b				
(13) Did standard used for Laboratory Fortified Matrix (LFM) spiking add less than or equal to 5% of sample volume?	3020 B.3.d				
(14) Were LFM and (LFMD pairs or duplicate sample) used to evaluate accuracy and precision?	3020 B.3.d				
(15) Was an LFM/(LFMD pair or duplicate sample) included with every set of 20 or fewer samples?	3020 B.3.d				
(16) Were LFMs fortified before sample preparation?	3020 B.3.d				
(17) Were Laboratory Fortified Blank (LFB) concentrations prepared at approximately the mid-point of the calibration curve?	3020 B.3.b				
Notes/Comments:					